

Functions

Position Evaluation Division

Office of Personnel

Position Evaluation Division:

The Chief, Position Evaluation Division, under the general direction of the Director of Personnel, shall:

1. Provide Agency-wide position evaluation and wage administration service, including service to the National Security Council.
2. Maintain official records of the approved Tables of Organization for the Agency.
3. Develop position evaluation standards and qualification requirements applicable to authorized Agency positions.
4. Provide guidance and assistance in the foregoing fields, as directed, to other Office of Personnel elements and Agency components in connection with the employment of consultant, associate and contract personnel, and indigenous labor and foreign nationals.

Overt Evaluation Branch:

The Chief, Overt Evaluation Branch, under the general direction of the Chief, Position Evaluation Division, shall:

1. Provide position evaluation and wage administration service to those Agency components assigned to the Branch.
2. Maintain records of the approved Tables of Organization for such Agency components.
3. Furnish guidance and assistance, as directed, to other Agency components on questions concerning position evaluation, salary and wage schedules and related subjects, including the pay scales for consultant, associate and contract personnel and for indigenous labor and foreign nationals.

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Covert Evaluation Branch:

The Chief, Covert Evaluation Branch, under the general direction of the Chief, Position Evaluation Division, shall:

1. Provide position evaluation and wage administration service to those Agency components assigned to the Branch.
2. Maintain records of the approved Tables of Organization for such Agency components.
3. Furnish guidance and assistance, as directed, to other Agency components on questions concerning position evaluation, salary and wage schedules and related subjects, including the pay scales for consultant, associate and contract personnel and for indigenous labor and foreign nationals.

Standards Branch:

The Chief, Standards Branch, under the general direction of the Chief, Position Evaluation Division, shall:

1. Codify the Agency occupational structure into categories and groups of positions having similar characteristics, with appropriate standard titles and codes.
2. Develop position evaluation standards and qualifications requirements applicable to authorized Agency positions.
3. Prepare appropriate Agency publications concerning position titles and codes, approved standards and qualifications, and related subjects.
4. Conduct occupational surveys as required.

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